

2018 Early Postsecondary Exam Fee Assistance Program for Economically Disadvantaged Students Procedures and Requirements Cambridge International Examinations

OVERVIEW

The Tennessee Department of Education will provide funds to maintain the subsidized fees for exams taken during fiscal year 2018. Through the Early Postsecondary Exam Fee Assistance program, the department will cover a portion of the subject fees for Cambridge AS and A and Global Perspectives AS and A Level exams taken by economically disadvantaged students (see page two for eligibility criteria to receive fee reductions through this program). For the 2017-18 school year, the TDOE is able to reimburse districts \$75 for each eligible AS Level exam, \$127 for each eligible A Level exam, and \$150 for each eligible Global Perspectives AS Level exam.

Cost Per Cambridge AS Level Exam	\$95
Early Postsecondary Test Fee Assistance Per AS Level Exam	\$75
Final Cost per Cambridge AS Level Exam for Economically Disadvantaged Students	\$20
Cost Per Cambridge A Level Exam	\$147.80
Early Postsecondary Test Fee Assistance Per A Level Exam	\$127
Final Cost per Cambridge A Level Exam for Economically Disadvantaged Students	\$20.80
Cost Per Cambridge Global Perspectives AS Level Exam Fees	\$168.33
Early Postsecondary Test Fee Assistance Per Global Perspectives AS Level Exam	\$150
Final Cost per Cambridge Global Perspectives AS Level Exam for Economically Disadvantaged Students	\$18.33

REQUIREMENTS FOR SCHOOLS

Schools must complete the following requirements in order to be eligible for the reimbursement provided through the Early Postsecondary Exam Fee Assistance program. All information requested will be collected and retained in secure locations to ensure the integrity of these sensitive data is not compromised. This information is collected in order to ensure that students receiving grant funds meet the federal eligibility requirements for this grant.

1. **Complete the required Cambridge exam fee reimbursement forms.**

Each form listed below is provided as a separate worksheet (tab) in the 2018 Cambridge Exam Reimbursement excel sheet.

- Request for Reimbursement
- Cambridge AS/A Summary and Student Roster
- Cambridge Global Perspectives AS Summary and Student Roster

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2. **Submit payments to Cambridge International Examinations** and obtain receipt/proof of payment.
3. **Compile and submit all required documents.** Mail a signed hard-copy of the Cambridge exam fee reimbursement forms and a copy of the school's 2018 Cambridge International Examinations invoice and proof of payment to:

Tandra Martin, Director, Office of Postsecondary Coordination and Alignment

Tennessee Department of Education
11th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0383

4. **Retain Cambridge Exam Reimbursement Forms.** Retain all information documenting student participation and supporting documentation for eligibility for the Early Postsecondary Exam Fee Assistance program for at least five years.

STUDENT ELIGIBILITY CRITERIA

Prior to the 2017-18 school year, student enrollment in the Federal Free or Reduced-Price Lunch Program could be used as a proxy to determine eligibility for the Early Postsecondary Exam Fee Assistance program. However, under the new Community Eligibility Provision (CEP), all students at a participating school receive free meals through the Federal Free or Reduced-Price Lunch program regardless of their individual economic status. The department has made adjustments to the list of criteria used to determine student eligibility for the federal Early Postsecondary Exam Fee Assistance Program to account for CEP participation. Please review the information provided below to determine an individual student's eligibility.

For schools/districts that are not participating in CEP, the following criteria can be used to determine eligibility for the Early Postsecondary Exam Fee Assistance Program:

The student is enrolled or eligible for the Federal Free or Reduced-Price Lunch Program during the 2017-18 school year. Students are eligible for free or reduced-price lunches if:

- their family's income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or
- the students are directly certified without application for free school meals because they are:
 - in foster care or Head Start, or

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- homeless or migrant, or
- living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservation benefits.

For schools/districts that are participating in CEP, the following criteria can be used to determine eligibility for the Early Postsecondary Exam Fee Assistance program:

- The student's family's income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or
- The student qualifies as an "identified student" because he or she is:
 - in foster care or Head Start, or
 - homeless or migrant, or
 - living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservation benefits.

All schools/districts, regardless of CEP participation, can use any of the following criteria to determine which students qualify for the Early Postsecondary Exam Fee Assistance program:

- The student's family income is at or below the Census Bureau's "poverty threshold." The Census "poverty threshold" varies by family size and the ages of family members, but it is not adjusted for differences in the cost of living, including the higher costs of living in Alaska and Hawaii. If your school chooses to use the Census Bureau's "poverty threshold" to determine a student's economically disadvantaged status and eligibility, it should use the 2017 "poverty threshold" information available at the [U.S. Census Bureau website](https://www.census.gov/povdata/).
- The student's family receives assistance under Part A of Title IV of the Social Security Act.
- The student is eligible to receive medical assistance under the Medicaid program under Title XIX of the Social Security Act.